

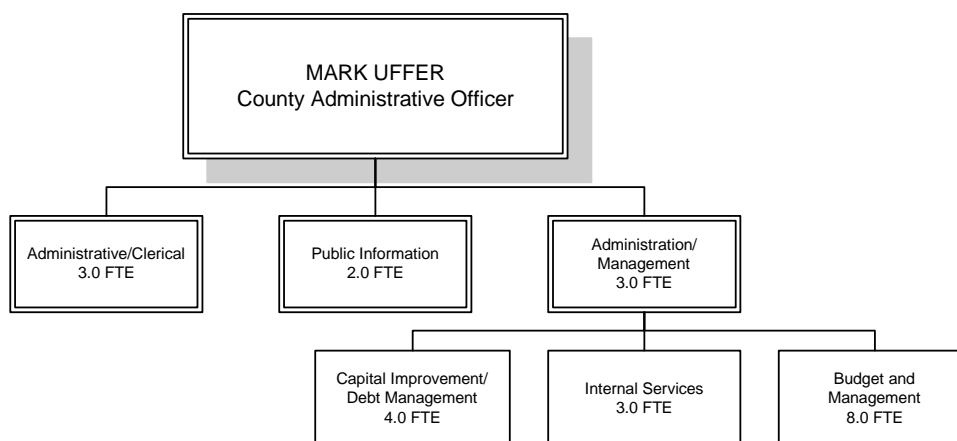
COUNTY ADMINISTRATIVE OFFICE

Mark Uffer

MISSION STATEMENT

The mission of the County Administrative Office is to maximize customer satisfaction with services by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

The County Administrative Officer oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. The County Administrative Office is also responsible for coordinating county activities with other local government entities, including cities and other counties.

Additionally, the County Administrative Office is responsible for the county's capital improvement program and long-term debt functions.

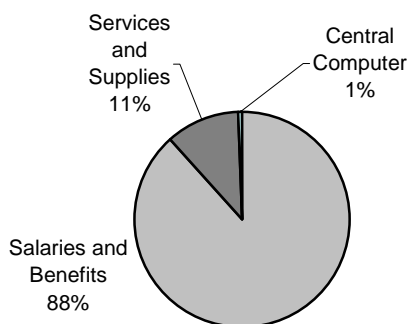
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	4,019,214	3,466,745	2,909,684	3,232,502
Departmental Revenue	81,899	-	-	-
Local Cost	3,937,315	3,466,745	2,909,684	3,232,502
Budgeted Staffing		26.0		24.0

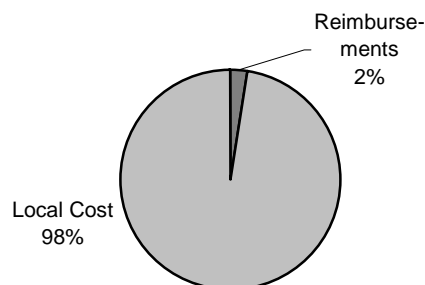
Actual expenditures are less than budgeted due primarily to various staff vacancies and reductions in services and supplies in an effort to remain within budget.



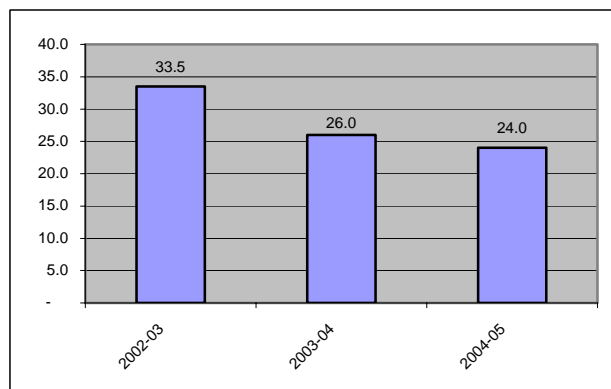
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



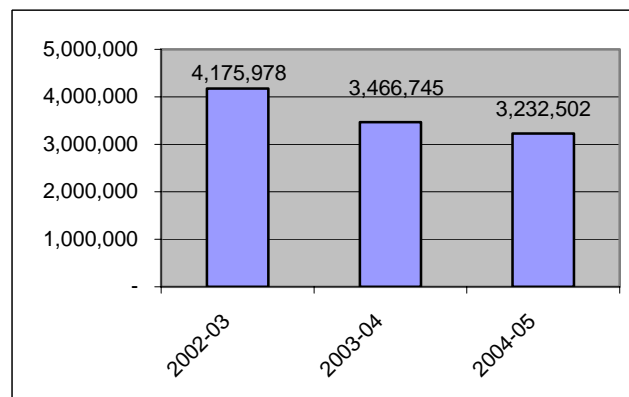
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General

BUDGET UNIT: AAA CAO
FUNCTION: General
ACTIVITY: Legislative and Administration

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	2,642,075	3,019,814	2,926,197	-	2,926,197
Services and Supplies	319,025	486,100	348,493	10,638	359,131
Central Computer	25,391	25,391	22,372	-	22,372
Transfers	4,907	5,807	5,807	(849)	4,958
Total Exp Authority	2,991,398	3,537,112	3,302,869	9,789	3,312,658
Reimbursements	(81,714)	(70,367)	(70,367)	(9,789)	(80,156)
Total Appropriation	2,909,684	3,466,745	3,232,502	-	3,232,502
Local Cost	2,909,684	3,466,745	3,232,502	-	3,232,502
Budgeted Staffing		26.0	24.0	-	24.0



DEPARTMENT: County Administrative Office
 FUND: General
 BUDGET UNIT: AAA CAO

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	26.0	3,466,745	-	3,466,745
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	178,790	-	178,790
Internal Service Fund Adjustments	-	3,108	-	3,108
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	181,898	-	181,898
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(1.0)	(95,558)	-	(95,558)
Mid-Year Board Items	-	-	-	-
Subtotal	(1.0)	(95,558)	-	(95,558)
Impacts Due to State Budget Cuts	(1.0)	(320,583)	-	(320,583)
TOTAL BOARD APPROVED BASE BUDGET	24.0	3,232,502	-	3,232,502
Board Approved Changes to Base Budget	-	-	-	-
TOTAL 2004-05 FINAL BUDGET	24.0	3,232,502	-	3,232,502

SCHEDULE B

DEPARTMENT: County Administrative Office
 FUND: General
 BUDGET UNIT: AAA CAO

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Decrease in EHAP charges Transfers to the EHAP program are reduced.	-	(849)	-	(849)
2. Increase in reimbursements Reimbursements for increased costs associated with the Medical Center Bonds from the Health Care Costs budget unit for support in budget and finance.	-	(9,789)	-	(9,789)
3. Increase in Internal Service Fund services Increases in mail services and records storage costs based on current year estimates.	-	3,940	-	3,940
4. Increases to services and supplies Various services and supplies accounts were increased to better align budget with actuals.	-	6,698	-	6,698
Total	-	-	-	-

